



New Jersey Department of the Treasury
Division of Purchase and Property



Quick Reference Guide:

**How to Search for State
Contracts**



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1. How to Search for State Contracts Using **NJSTART**

1.1 To begin the search, navigate to www.njstart.gov

1.2 Click on the “Contract & Bid Search” link.

The screenshot shows the NJSTART homepage. At the top left is the NJSTART logo. At the top right are 'Register' and 'Sign In' buttons. The main content area contains a welcome message from the Division of Purchase and Property, stating that NJSTART is the State of New Jersey's eProcurement solution. It mentions that all new bidding opportunities are administered through NJSTART and provides instructions on how to find new bidding opportunities by clicking on the 'Open Bids' link. It also directs users to the 'NJSTART Vendor Support Page' for reference guides, frequently asked questions, how-to videos, and help desk support contact information. A note at the bottom of the main content area states that passwords for NJSTART are case sensitive and must contain a minimum of six characters, with at least one letter and one number. Below the main content area are three columns: 'Browse by Category' with links for 'Complete Registration', 'Open Bids', 'Active Contracts', 'Contract & Bid Search', and 'Registered Vendor Search'; 'Public Bulletins' with a message that no public bulletins are currently published; and 'Important Links' with links to the Division of Purchase & Property website, Division of Purchase & Property Special Notices, Smart Supplier Newsletter (UPDATED 2/6/19), Division of Revenue & Enterprise Services, Vendor Forms, and Doing Business with New Jersey brochure.

1.3 Select “Contracts/Blankets.”

The screenshot shows the 'Advanced Search' form. It has a title 'Advanced Search' and a 'Search for:' label. Below the label are two radio buttons: 'Bids' and 'Contracts/Blankets'. The 'Contracts/Blankets' radio button is selected. There is an 'Exit' button at the bottom right of the form. Below the form is a copyright notice: 'Copyright © 2018 Periscope Holdings, Inc. - All Rights Reserved.'



1.4 To find specific contracts:

Enter your search criteria into the appropriate box(es) and select **“Find It.”** The example below illustrates a search for the keyword **“Food.”**

Advanced Search

Search for: ☒ Bids ☐ Contracts/Blankets

Search Using:

Bid #

Bid Description

Organization

Department

Location

Search Fields: Type Code

Catalog

Purchase Method

NIGP Class

NIGP Class Item

Commodity Code

Bid Opening Date(MM/DD/YYYY)

Purchaser

Entered Date(MM/DD/YYYY)

Note: If you are trying to search for a contract by T-Number (Term Contract Number), enter the T # (i.e., T1234) in the **“Contract/Blanket Description”** box as shown below.

Advanced Search

Search for: ☐ Bids ☒ Contracts/Blankets

Search Using:

Contract/Blanket #

Contract/Blanket Description

Vendor Name

Type Code

Catalog

Expiration Date(MM/DD/YYYY): From To

Search Fields: Item Description

Organization

Department

NIGP Class

NIGP Class Item

Commodity Code

Include Expired ☐

PO Type

Buyer

Bid #



1.5 To view more information on a specific contract:

Scroll down to view the results. Then select one of the **Contract/Blanket #s**. For example, we selected “17-FOOD-00175,” which has “Keefe Group, LLC” listed as the vendor. (The example vendor cited is for informational purposes only and does not represent an endorsement of that company by the State of New Jersey.)

Results						
1-25 of 69						
1 2 3						
Contract/Blankets #	Bid #	Description	Vendor Name	Type Code	Begin Date	End Date
16-FOOD-00061	16DPP00023	T0021 - Foods: Juices Frozen for DSS	Gregory Packaging	01	12/05/2016	12/04/2019
17-COMP-00037		G2006 - CHILD & ADULT CARE FOOD PROGRAM - WEB BASED SYSTEM	Northrop Grumman Systems Corporation	14	02/11/2013	02/10/2018
17-FOOD-00091		T0007 - FOODS: SOFT DRINKS, SODA, VARIOUS FLAVORS - DSS	East Coast Food Distributors	01	12/27/2015	10/26/2017
17-FOOD-00166		T1105 - Foods: Meat - Cured, Fresh, Chilled, & Frozen - DSS	Nebraskaland	01	06/23/2017	06/22/2018
17-FOOD-00175		T1715 - FOODS/NON-FOODS: DOC CANTEEN COMMISSARY THROUGH DSS	Keefe Group, LLC	01	07/03/2015	07/02/2018
40068		T1103 - FOODS: VEGETABLES, FROZEN - DSS	idaho freez pak corp		10/14/2015	10/13/2017
40069		T1103 - FOODS: VEGETABLES, FROZEN - DSS	Paris Foods	01	10/14/2015	10/13/2017
40111		T0009 - FOODS: CEREAL, HOT & COLD - DSS	H. Schrier & Co. Inc.	01	10/21/2015	10/20/2017
40112		T0009 - FOODS: CEREAL, HOT & COLD - DSS	M. J. Kellner Co. Inc.	01	10/21/2015	10/20/2017
40113		T0009 - FOODS: CEREAL, HOT & COLD - DSS	Benjamin Foods	01	10/21/2015	10/20/2017
40114		T0009 - FOODS: CEREAL, HOT & COLD - DSS	WM. R. HILL & CO. INC.	01	10/21/2015	10/20/2017
40128		T2628 - FOODS:CONDIMENTS/SPICES/RICE/POTATOES/FLOUR/SUGAR - DSS	ATLANTIC BEVERAGE COMPANY	01	10/27/2015	10/26/2017
40129		T2628 - FOODS:CONDIMENTS/SPICES/RICE/POTATOES/FLOUR/SUGAR - DSS	H. Schrier & Co. Inc.	01	10/27/2015	10/26/2017

1.6 The resulting page contains more details and attachments for the selected contract.

Master Blanket Purchase Order 17-FOOD-00091

Header Information
Purchase Order Number: 17-FOOD-00091
Status: SPS - Sent
Fiscal Year: 2017
Organization: Division of Purchase and Property
Department: DPP - Division of Purchase and Property
Alternate ID:
Days ARO: 4
Print Dest Detail: If Different
Catalog ID:
Contact Instructions:
T Number:
NJ Cooperative Purchasing: No
Green Blanket PO: No
Emergency Blanket PO: No
Small Business Category:
Performance Bond Required: No
Procurement Efficiency Assessment Indicator: Yes
Agency Reference Number:
Corporate Account Number:
Number of Extensions Available:
Number of Extensions Used:
Number of Months Available:
Number of Months Used:
Transition Days Available:
Transition Days Used:
State Contract Manager:
State Contract Manager Phone:
State Contract Manager Email:
Agency Attachments:
Vendor Attachments:
Agency Attachment Forms:
Vendor Attachment Forms:

Release Number: 0
Purchaser: Anna Marie Miller
PO Type: Blanket
Location: FOOD - Commodities/Food & Clothing
Entered Date: 03/02/2017 11:59:59 AM
Retainage %: 0.00%
Release Type: Direct Release
Tax Rate:
Short Description: T0007 - FOODS: SOFT DRINKS, SODA, VARIOUS FLAVORS - DSS
Receipt Method: Quantity
Minor Status:
Type Code: RFP
Control Code:
Discount %: 0.00%
Pcard Enabled: No
Actual Cost: \$76,782.00

[BiddersDataPacketV3](#) [NJ Standard Terms and ConditionsV3](#) [Standard DocumentsV3](#) [15-X-22090 Signatory Page 15-X-22090P1](#) [15-X-22090P2](#) [15-X-22090P3](#) [15-X-22090P4](#) [15-X-22090P5](#) [15-X-22090P6](#) [15-X-22090P7](#) [15-X-22090P8](#) [15-X-22090P9](#) [15-X-22090P10](#) [15-X-22090P11](#) [15-X-22090P12](#) [15-X-22090P13](#) [15-X-22090P14](#) [15-X-22090P15](#) [15-X-22090P16](#) [15-X-22090P17](#) [15-X-22090P18](#) [15-X-22090P19](#) [15-X-22090P20](#) [15-X-22090P21](#) [15-X-22090P22](#) [15-X-22090P23](#) [15-X-22090P24](#) [15-X-22090P25](#) [15-X-22090P26](#) [15-X-22090P27](#) [15-X-22090P28](#) [15-X-22090P29](#) [15-X-22090P30](#) [15-X-22090P31](#) [15-X-22090P32](#) [15-X-22090P33](#) [15-X-22090P34](#) [15-X-22090P35](#) [15-X-22090P36](#) [15-X-22090P37](#) [15-X-22090P38](#) [15-X-22090P39](#) [15-X-22090P40](#) [15-X-22090P41](#) [15-X-22090P42](#) [15-X-22090P43](#) [15-X-22090P44](#) [15-X-22090P45](#) [15-X-22090P46](#) [15-X-22090P47](#) 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[15-X-22090P500](#) [15](#)



2. How to Search for Contract Spend by Agency and Vendor Using the New Jersey Transparency Center

2.1 To begin the search, navigate to www.YourMoney.NJ.Gov

2.2 Click on the “Purchasing” tab.

The screenshot displays the New Jersey Transparency Center website. At the top, it identifies Governor Chris Christie and Lt. Governor Kim Guadagno, with links to NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is located in the top right corner. The main navigation menu on the left includes links to Home, Revenue, Expenditures, **Purchasing** (highlighted with a red box), Public Payroll, Pension, Governor's Performance Center, Property Tax, Debt, Annual/Other Reports, Executive Orders, Governor's Budget Detail, and Terms. Below the navigation menu are sections for Feedback & Alerts, Definitions, and More Solutions. The main content area features a section titled 'YOURMONEY.NJ.GOV BY THE NUMBERS' with statistics: 3.1 million property tax records, 93,934 public employee payroll records, performance budgeting data from twenty-two agencies, thirteen years of State expenditures and revenue data, 326,981 pension recipient records, data from nineteen independent authorities, and purchasing data for 11,106 state vendors. Below this is a 'Highlight 1' section featuring a NASCIO 2011 Recognition Awards finalist badge. The footer includes a contact link, privacy notice, legal statement & disclaimers, accessibility statement, and a help icon.



2.3 Scroll down and select “Agency Purchasing Data.”

[Home](#)
[Revenue](#)
[Expenditures](#)
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Purchasing

Purchasing represents the procurement from vendors of goods and services that are recorded in the State's purchasing system and for which payment must be made amounts already spent, amounts the State is obligated to pay to a specific vendor as a result of an order or contract, and amounts that are set aside for imminent purchases are included in purchasing data.

The summary purchasing data may fluctuate until all underlying transactions in the reporting period have been finalized by the buying agency. The purchasing system records purchases for all three branches of State government: Executive, Legislative, and Judicial. Not all purchases are made through the State's central purchasing system and are therefore not represented here.

Agency Purchasing

Agency purchasing data is available from FY2004 forward. Multi-Year summary data is available from FY2007 forward. The most recent fiscal year may still be undergoing end-of-year adjustments. It is updated quarterly.

Agency Purchasing Data (FY2004 to present)

Agency Purchasing Multi-Year Summary (Complete years, FY2004 to present)

All Available Purchasing Files (A list of all datasets, views, reports and other documents related to Purchasing)

Search for State Term Contracts (Link to DPP Term Contract Search Page)

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2.4 Click “Explore Data.” Select “View Data” from dropdown.

State of New Jersey
NJ Open Data Center
Data.NJ.gov

Home Page Browse Developers Help v Q Sign In

YourMoney Agency Purchasing Government & Finance **Explore Data** Download API Share ...

Purchasing represents the procurement from vendors of goods and services that are recorded in the State's purchasing system and for which payment must be made amounts already spent, amounts the State is obligated to pay to a specific vendor as a result of an order or contract, and amounts that are set aside for imminent purchases are included in purchasing data. The... [More](#)

Updated
August 2, 2017
Data Provided by
Division of Purchase and Property

Featured Content Using this Data

NJ YourMoney Purchasing Webpage

External Content

NJ YourMoney Purchasing Webpage

About this Dataset

Updated
August 2, 2017

Asset Details

Asset Posting Frequency Quarterly
Geographic Coverage State

Data Last Updated August 2, 2017
Metadata Last Updated August 2, 2017

2.5 To narrow your search:

Type in an agency or vendor name into the **search box (Find in this Dataset)** and press the “Enter” key on your keyboard. For this example, we have searched for contracts involving an agency (Treasury).

State of New Jersey

NJOIT Open Data Center

Data.NJ.gov

Home Page

Browse

Developers

Help v

Sign In

Unsaved View

Save As

Reset

Based on YourMoney Agency Purchasing

Purchasing represents the procurement from vendors of goods and services that are recorded in the State's purchasing system and for which payment must be made amounts already spent, X

Search

Info More Tools

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2.6 To sort the data:

You will see a list of all contracts involving the agency (Treasury). You can sort this data by selecting the different **headers at the top in gray**, such as “DEPARTMENT_AGENCY” or “VENDOR_NAME.”

The screenshot shows the NJ Open Data Center interface. At the top, there is a header with the State of New Jersey logo, the text "NJ Open Data Center Data.NJ.gov", and navigation links: "Home Page", "Browse", "Developers", "Help", and a "Sign In" button. Below the header is a toolbar with buttons for "Unsaved View", "Save As...", "Revert", and a search bar. The main content area displays a table of contracts. The table has the following columns: "FISCAL_YEAR", "FY_THROUGH_DATE", "DEPARTMENT_AGENCY_DESC", "COMMODITY_SECTOR_DESC", "VENDOR_NAME", and "YTD_AMT". The table is sorted by "DEPARTMENT_AGENCY_DESC" and shows 25 rows of data. The first row is highlighted in red. The data includes various vendors such as "PATERSON CITY DIVISION OF TREASURY", "SUSSEX CO DEPT OF TREASURY", "BELL'S HVAC & MECHANICAL CONTRACTOR INC", "BLOOMBERG FINANCE LP", "BOND & PECARO INC", "BUCK CONSULTANTS LLC", "DOCUSAFE LLC", "DUBLIN SCRAP METAL INC", "EXPERIAN INFORMATION SOLUTIONS INC", "FINANCIAL ASSET MANAGEMENT SYS TEMS INC", "GC SERVICES LIMITED PARTNERSHI P", "HEWITT ENNISONSUPP INC", "JERSEY STATE ENERGY CONTROLS I INC", "KELMAR ASSOCIATES LLC", "KPMG LLP", "MATHTECH INC", "MERCADEN P.C. CERTIFIED PUBLI C ACCOUNTANTS", "MILLIMAN", "PENN CREDIT CORPORATION", and "PIONEER CREDIT RECOVERY INC".

	FISCAL_YEAR	FY_THROUGH_DATE	DEPARTMENT_AGENCY_DESC	COMMODITY_SECTOR_DESC	VENDOR_NAME	YTD_AMT
1	2017	March 31, 2017	CHILDREN AND FAMILIES	Social and Related Services	PATERSON CITY DIVISION OF TREASURY	\$470,495.00
2	2017	March 31, 2017	CHILDREN AND FAMILIES	Social and Related Services	SUSSEX CO DEPT OF TREASURY	\$68,790.00
3	2017	March 31, 2017	ENVIRONMENTAL PROTECTION	Miscellaneous Commodities And Services	SUSSEX CO DEPT OF TREASURY	\$50.00
4	2017	March 31, 2017	HUMAN SERVICES	Social and Related Services	SUSSEX CO DEPT OF TREASURY	\$221,077.00
5	2017	March 31, 2017	TRANSPORTATION	Social and Related Services	PATERSON CITY DIVISION OF TREASURY	\$191,991.00
6	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	ACCSES NEW JERSEY	\$120,041.00
7	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	AUDIT SERVICES US LLC	\$314,896.00
8	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	BELL'S HVAC & MECHANICAL CONTRACTOR INC	\$2,500.00
9	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	BLOOMBERG FINANCE LP	\$26,880.00
10	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	BOND & PECARO INC	\$18,500.00
11	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	BUCK CONSULTANTS LLC	\$498,545.00
12	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	DOCUSAFE LLC	\$287,213.00
13	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	DUBLIN SCRAP METAL INC	\$3,675.00
14	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	EXPERIAN INFORMATION SOLUTIONS INC	\$4,380.00
15	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	FINANCIAL ASSET MANAGEMENT SYS TEMS INC	\$435,900.00
16	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	GC SERVICES LIMITED PARTNERSHI P	\$265,463.00
17	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	HEWITT ENNISONSUPP INC	\$270,847.00
18	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	JERSEY STATE ENERGY CONTROLS I INC	\$10,000.00
19	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	KELMAR ASSOCIATES LLC	\$225,294.00
20	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	KPMG LLP	\$1,544,130.00
21	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	MATHTECH INC	\$1,044,400.00
22	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	MERCADEN P.C. CERTIFIED PUBLI C ACCOUNTANTS	\$100,631.00
23	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	MILLIMAN	\$136,591.00
24	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	PENN CREDIT CORPORATION	\$62,458.00
25	2017	March 31, 2017	TREASURY	Administrative, Financial, And Management Services	PIONEER CREDIT RECOVERY INC	\$5,674,465.00